

**WEST VIRGINIA INFORMATIONAL LETTER**

**No. 66**

**December 1989**

**TO: ALL INSURANCE COMPANIES LICENSED TO TRANSACT BUSINESS  
IN WEST VIRIGNIA AND OTHER INTERESTED PARTIES**

**RE: AGENT LICENSING FORMS**

Effective **IMMEDIATELY**, the West Virginia Insurance Commissioner will require two new forms to be used for appointing and terminating insurance agents in West Virginia.

Form RNS-6 (Monthly Report of Appointments & Terminations) is now considered obsolete and will no longer be accepted by the Agent Licensing Division of this office.

The new forms are described as follows:

<u>Form #</u>	<u>Form Name</u>
RAF . . . . .	Resident Agent Appointment Form
ATF . . . . .	Agent Termination Form

Form RAF is used to appoint currently licensed Resident Agents to represent your company. The effective date of the appointment will be the date the form is processed by Agent Licensing. The approved effective date will be stamped on the yellow copy of the RAF and returned to your company.

Self-addressed return envelopes should be provided with every form submitted to this office.

Forms are processed in this office on the same day received, therefore, information on effective dates will not be given out over the telephone.

Form ATF is used to terminate appointments of Resident and Non-Resident Agents. The termination date is the date your company wants our records to reflect that the agent no longer represents your company in West Virginia.

Pursuant to 33-12-25(a) of the West Virginia Code, notice of termination must be provided to this office and to the agent within five (5) working days of termination. Refer to Informational Letter No. 63 issued May 1989 for complete details.

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Forms RAF and ATF are self-explanatory, however, questions can be addressed to Agent Licensing -- (304) 348-0610. Requests for supplies of these forms MUST be made in writing and MUST include a self-addressed envelope.

Any office or person within your company who is responsible for appointing and/or terminating agents in West Virginia should be provided with a copy of this Informational Letter.

Hanley C. Clark  
Insurance Commissioner